

**CITY OF BROOKLYN**  
**CHANGE OF OCCUPANCY APPLICATION**

**FEE    \$50**

**1. APPLICANT:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (    )        - \_\_\_\_\_

**OWNER OF PROPERTY:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (    )        - \_\_\_\_\_

**2. NAME OF STORE OR BUSINESS:**

\_\_\_\_\_

**3. PROPOSED ADDRESS:**

\_\_\_\_\_

**4. PROPOSED TYPE OF STORE OR BUSINESS:**

4a.) Zoning for this location: \_\_\_\_\_

4b.) Does business conform: \_\_\_\_\_

**5. Explanation of alteration or remodeling work planned (include electrical, plumbing & heating):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6. Former business at this location: \_\_\_\_\_**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

**Additional requirements:**

Drawing of floor plan of proposed store or business.

Drawing of plot plan showing number of parking spaces  
available.

Description of business.

**O.B.B.C.: CHANGE OF OCCUPANCY:**

When any building or part thereof is to be converted to another use or occupancy, the construction and equipment of the building shall be made to conform to the requirements of this Building Code, as specified for its intended use. No person shall so alter or occupy any building, or part thereof, without first having secured a permit to do so from the Building Commissioner.